

Job Title: Program Officer, Capacity Building
Employment Classification: Full-time non-exempt employee
Revision Date: March 2024
Reports to: Vice President of Community Investments



About the Opportunity: Following several years of sustained growth, the incoming Program Officer, Capacity Building will have the exciting opportunity to shape the next chapter of impact for primarily the CORE Fellowship initiative, and also other capacity building initiatives of the Lehigh Valley Community Foundation. The Program Officer will work with LVCF staff, board committee, contracted consultants, and fellows to drive deeper and expanded impact, network connections, equity-centered programming, and ongoing value for fellows past, future, and present.

About the CORE Fellowship: The CORE Fellowship is a two-year capacity building process designed to bring Lehigh Valley nonprofit leaders together to center equity in themselves, their relationships, their organizations, and the sector. The Fellowship fosters inclusive leadership and develops equitable organizations, creating a network of changemakers and champions of equity across the Lehigh Valley. The CORE Fellowship has successfully engaged two cohorts of participants, including nearly 50 individuals representing around 25 organizations. The CORE Fellowship is now entering into its third year and is poised for both growth and deepening of impact.

Position Summary: The Program Officer is the primary lead for the Lehigh Valley Community Foundation's grantmaking and community engagement work in the area of capacity building. The principal responsibility of the Program Officer is to manage the strategy and partnerships for all capacity building work for the Foundation. This capacity building work includes the implementation of all aspects of the CORE Fellowship initiative and working in collaboration to deepen and grow the fellowship.

The Program Officer, Capacity Building is a member of the Lehigh Valley Community Foundation's community investments team and works closely with team members across all functions, including finance, communications, donor services, and administration.

The key areas of leadership of the Program Officer, Capacity building are as follows:

CORE Fellowship Management

- Manage all aspects of the program design and implementation for the CORE Fellowship including developing an annual program calendar, co-designing curriculum, refining program model, and ensuring that all promised elements of the fellowship are delivered to fellows.
- Oversee partnerships with contracted consultant team to design curriculum and implement the program. Monitor contract scope of work and manage new contract agreements.
- Onboard all new fellows and their organizations into the program.
- Develop relationships with all fellows and regularly checks in with each fellow and their organization.
- Manage all logistical elements of the fellowship experience including venue and food arrangements, cohort convening details for both virtual and in-person experiences, communication to fellows, calendar invitations, and technical needs.
- Support the facilitation of cohort convenings.
- Oversee the evaluation and learning components of the fellowship.
- Create opportunities to deepen and expand the CORE Fellowship work through, for example, partnerships with the business community and other stakeholders.

CORE Fellowship Grantmaking & Fellow Selection

- Administer an annual grant application cycle including creating the application, promoting the open application broadly, reviewing grant applications, conducting due diligence, managing a grants advisory committee for grant awards recommendations, managing the approval, payment, and reporting processes.
- Conduct information or awareness-building sessions about the fellowship.
- Create and send grant notifications, grant agreements and other related correspondence.
- Identify non-funded invited “system-stakeholder” participants to join the fellowship, send invitations, and manage their application process.
- Communicating with grantees and applicants regarding grant application questions.

Capacity Building Research, Strategy, and Implementation

- Identify major capacity building needs among Lehigh Valley nonprofits and search for opportunities to provide capacity building support.
- Create and maintain key partnerships that further collaborative capacity building approaches for Lehigh Valley nonprofits.

Community Relations and Development

- Actively search for national, regional or local funding opportunities for capacity building and the CORE Fellowship.

- Join the Donor Services team on fundholder visits to demonstrate the impact of capacity building and the fellowship.
- Present at local or national convenings about the fellowship.
- Represent the foundation at community meetings and events locally or regionally, which may include some evenings.
- Engages the community and the nonprofit sector when capacity building or CORE Fellowship challenges arise, and strategically and collaboratively develops strategies to address these challenges.

Communications

- Gathers and creates content from the fellowship to promote via the website, social media, newsletter, and other platforms.
- Manages the content on the website regarding all CORE Fellowship work and capacity building.

Key Desired Qualifications:

- At least 5 years of program management experience, including designing, implementing, and scaling initiatives.
- Adaptive leadership style, with ability to resolve and transform conflict.
- Leadership practice that actively centers equity and inclusivity in management and decision-making.
- Strong communication skills, with a history of driving transparent, responsive, and inclusive decision-making processes.
- Demonstrated knowledge of Diversity, Equity, Inclusion and/or Social Justice history, best practices, values, and approaches.
- Demonstrated orientation toward ongoing learning, growth, and development.
- Track record of navigating complexity in a thoughtful, collaborative approach.
- Strong internal management and operational/administrative skills.
- Background in network management and strategic innovation.
- Alignment with the CORE Fellowship's vision and purpose to foster inclusive leadership and develop equitable organizations.

Salary/Benefits: The salary for this position is \$60,000 - \$65,000, depending upon experience. The Foundation offers a comprehensive benefit plan that includes health, dental, and vision care; a retirement plan with an opportunity for employer contributions; life and disability policies; and paid time off. Our Foundation is committed to the growth and development of our employees in a high collaborative, creative, and high-performing work environment.

How to apply: If interested in applying for this position, please submit a resume and cover letter that explains what attracted you to apply for the position and how your qualifications would be a good fit for the role to Megan Briggs, Vice President of Community Investments, at LVCFHR@lvcfoundation.org. If you would like to learn more about the position prior to submitting a resume, please feel free to contact Megan.

About the Lehigh Valley Community Foundation:

At the Lehigh Valley Community Foundation, we connect donors who care with causes that matter. A leader in charitable giving in the Lehigh Valley for more than 50 years, we receive support from donors, manage funds to grow over time, and make high-impact grants to strengthen local nonprofits. The Foundation manages more than 300 charitable funds, totaling over \$80 million, and we continue to grow—both in size and in the ways we fulfill our mission. We are evolving to engage more deeply with partners, serve more effectively as a thought leader on community issues, and explore more innovative ways to make life better across the Lehigh Valley.

More about us: [Home - Lehigh Valley Community Foundation \(lehighvalleyfoundation.org\)](http://lehighvalleyfoundation.org)

Meet our team: [The Lehigh Valley Community Foundation Staff \(lehighvalleyfoundation.org\)](http://lehighvalleyfoundation.org)

The Foundation is an Equal Opportunity Employer and complies with ADA regulations as applicable.

All applicants are considered for all positions without regard to race, religion, color, sex, gender identity, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact LVCFHR@lvcfoundation.org.